

# Crownpoint Time-off Form User Guide

## To Access the Form

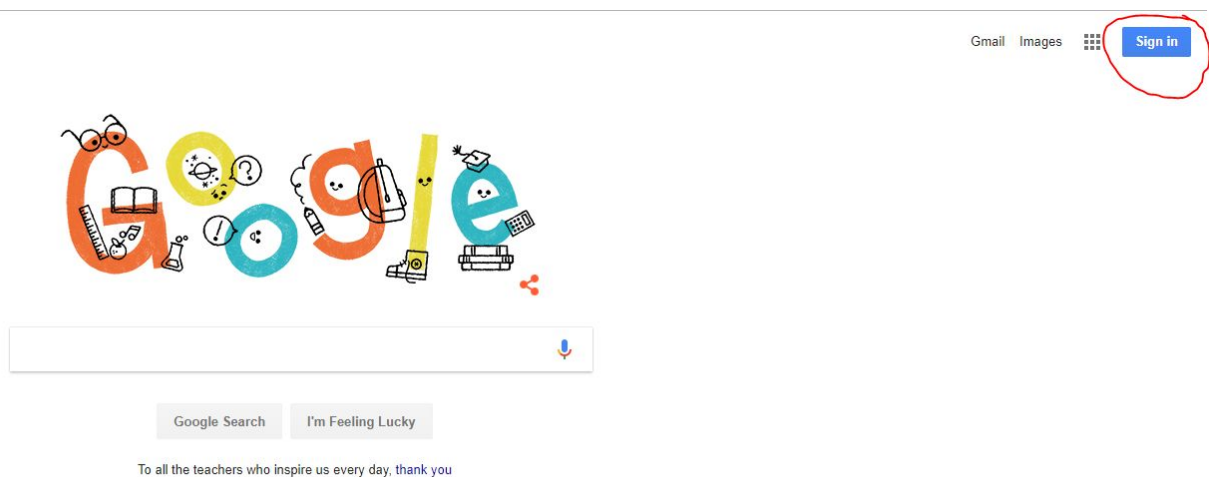
1. Open a web browser (Chrome, Safari, Firefox, Edge, etc.).
2. Type <https://goo.gl/forms/nnQ6OVX8u7yAoIDJ2> into the search bar, (or just click the link).
3. Complete the form.
4. (Optional) If you drag and drop the link to the desktop, it will create an icon that allows employees to access the form by double-clicking on it.

## To Access the Calendar

1. Open a web browser (Chrome, Safari, Firefox, Edge, etc.).
2. Type:  
<https://calendar.google.com/calendar/embed?src=evv3pj3okpp2u82li229q19hks%40group.calendar.google.com&ctz=America%2FDenver> into the search bar (you can also click the link).

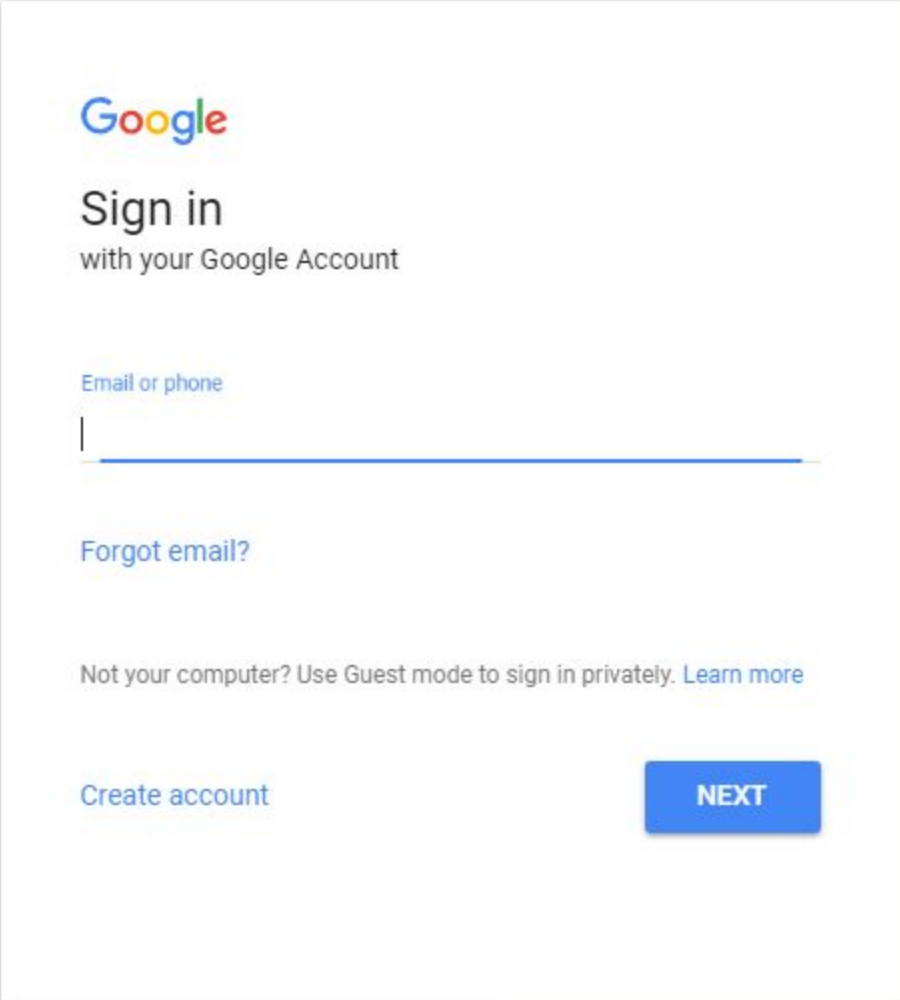
## To Make Administrative Changes

1. Open a web browser (Chrome, Safari, Firefox, Edge, etc.).
2. Type in google.com in the search bar. You should arrive on a page that looks similar to the following.



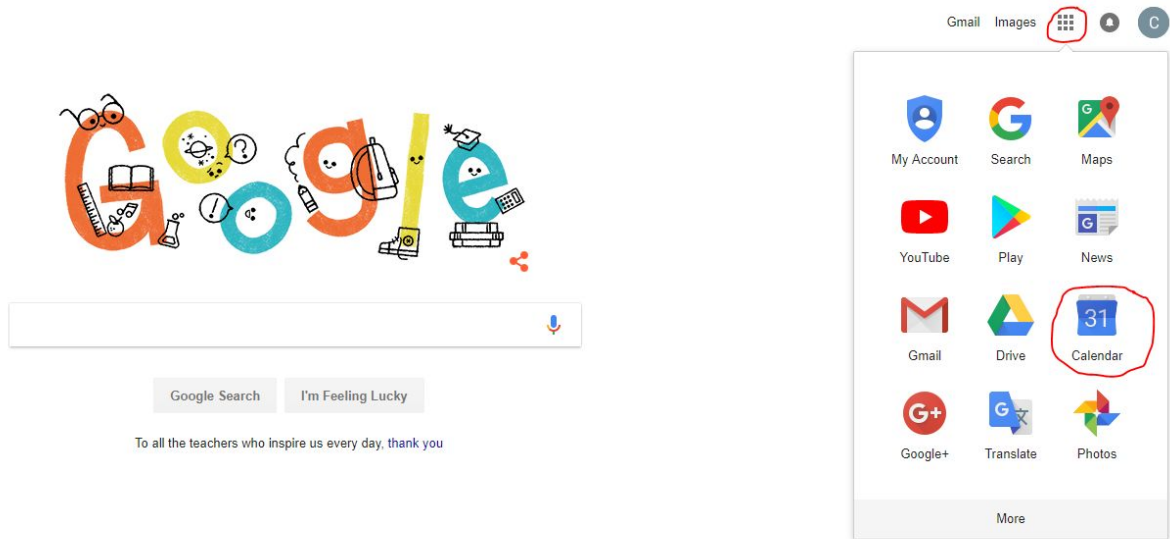
3. If there is a letter or an image in the upper-right corner of the window, click it and select "Sign Out" from the drop down menu. Otherwise, skip this step.

4. Click the blue “Sign In” button in the upper-right corner of the window.



The image shows the Google Sign in page. At the top is the Google logo. Below it is the text "Sign in with your Google Account". There is a text input field labeled "Email or phone" with a cursor inside. Below the input field is a link "Forgot email?". Further down is a link "Not your computer? Use Guest mode to sign in privately. Learn more". At the bottom left is a link "Create account". At the bottom right is a blue button labeled "NEXT". At the very bottom of the page, there is a footer with "English (United States)" and a dropdown arrow, and links for "Help", "Privacy", and "Terms".

5. If a menu with the option to “Choose an account” appears, select “Use another account.” Otherwise, skip this step.
6. If the above image appears, you are in the right place! For the “Email of phone” text box, enter: [crownpointhc@gmail.com](mailto:crownpointhc@gmail.com)
7. Press “Next.”
8. For the password, enter: ece435groupTwo  
This is case sensitive meaning the “T” in “Two” must be capitalized.



9. You should be taken to the above screen. Now, click on the 3x3 grid in the upper right corner. Then click on the “Calendar” button.
10. Congratz! You have reached the Calendar. All time off entered on the Google forms will be saved here! If you wish to edit time off manually, you can do that here. Read more about Google Calendars in the documentation:

<https://gsuite.google.com/learning-center/products/calendar/get-started/#!/>